



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents and Principals

FROM: Phyllis J. Lewis, MSN,
School Health Services Coordinator

DATE: April 8, 2011

SUBJECT: Request for School PIN for Submission of Student Health Legal Standards

Please share this information with school nurses and speech language pathologists as well as the individual who will be submitting the report.

The Indiana Department of Education (IDOE) is electronically collecting vision and hearing screening and the school health report through DOE-Online application.

IDOE will no longer accept paper submissions; all submissions must be done electronically. In order to submit the report, the school number and school PIN are required. The principal of the school should have the PIN necessary to log into the report. If the principal does not have the school's PIN, the principal can call the Office of Data Collection and Reporting at 317-232-0808 (option 1) to obtain the PIN. **For security reasons, IDOE staff will only give the PIN to the school principal.**

The 2010-2011 reports can be submitted beginning May 2, 2011. Schools will have until June 15, 2011 or 5 days after the end of the school year to complete these forms.

Please enter your information into the online forms at DOE-Online:
<https://dc.doe.state.in.us/DOEOnline/HearingVision/HearingVision.aspx> .

The patience you have shown during the time needed to develop this new reporting system is appreciated. Thank you. If you have questions, please contact me at plewis@doe.in.gov or 317-232-9142.